



Director, Communications

Leadership Attributes

<i>Management</i>	<i>Leadership Skills</i>
<ul style="list-style-type: none"> ● Create objectives to support the chapter's Business and Strategic plan ● Educate committee chairs with processes, procedures and tools to achieve committee objectives ● Assist in budget development for all committees reporting to director based on line items in overall chapter budget ● Target incoming director from committees who report to you ● Transition with incoming Director 	<ul style="list-style-type: none"> ● Facilitation ● Collaboration ● Delegation ● Mentoring ● Coaching ● Teaching ● Financial ● Conflict/Resolution ● Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws
(July 1 - June 30)

Helpful Skills:

- Problem Solver, Creativity, Project Management, Base Knowledge of Media (Print, Electronic, Internet), Communicator (oral and written), Motivator

Eligibility:

- Member in good standing
- Knowledge of the activities/affairs of the Greater Edmonton Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly Board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Coordinate all details of publishing and distributing monthly newsletter, annual membership directory and any other Chapter publications to membership
- Develop and enforce editorial calendar for all publications and solicit submissions
- Facilitate production, writing, proofreading and design of Chapter printed materials to ensure professional appearance and consistent “look” of the Association brand
- Appoint Chapter photographer and coordinate placement of photos into Chapter publications
- Liaise with directors to ensure promotion of Chapter activities
- Provide an open channel of communications between committees to facilitate flow of information to newsletter editor
- Perform annual review of Chapter publications to ensure efficacy as Chapter communications tools

Reporting Structure:

- Reports to: Vice President of Communications

Commitment:

- Regular attendance at monthly events, Chapter activities and functions;
- Regular attendance at Board meetings
- Attendance at Board retreats (2 times per year)